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[redacted] 25X1

4. [redacted]

a. GENERAL

(1) Staff employees, staff agents, and military staff agents, excluding only those receiving temporary appointments, participate in the Civil Service Retirement System. Certain temporary employees who participated in the system immediately prior to their temporary employment with the Agency retain their coverage under the Civil Service Retirement Act, as amended.

(2) Career agents may be granted retirement benefits. Contract personnel who participated in the system immediately prior to their employment under contract without a break in service of more than 3 days continue to participate in the system.

(3) The amount of retirement benefits, insofar as Agency employment is concerned, is based on Agency salary. Retirement deductions for integrees, except military staff agents, will be made by the integrating agency on the basis of the individual's integrated salary with subsequent adjustment in accordance with the provisions of [redacted] 25X1

b. POLICY. In order to achieve the most effective manpower management, it has been determined that it is in the best interest of the Agency for employees to retire voluntarily as soon as they are eligible under the applicable laws and regulations. Therefore, Agency participants in the Civil Service Retirement System will be expected to plan to retire upon

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completing 30 years' service at the age of 60, or 5 or more years of service at the age of 62, except when requested by the Agency to remain in service.

c. [redacted] BOARD. The CIA Retirement Board is established to ensure uniform application of the retirement policy set forth in paragraph b above, and in cases of unusual circumstances to act on appeals connected therewith. It is composed of three members appointed by the Director of Central Intelligence. The Office of Personnel provides administrative support to the Board.

d. [redacted] DIRECTORS. Deputy Directors shall determine for employees under their jurisdiction whether or not it is considered desirable to retain them beyond the retirement date established by Agency policy because of skills or other qualifications which are needed and should be preserved to the Agency. They shall hold discussions with employees regarding their retirement plans two years prior to the projected retirement date and shall review each case annually thereafter.

e. [redacted] OF PERSONNEL. The Office of Personnel provides staff guidance, administrative support, and counseling services in connection with the Civil Service Retirement System. The Office of Personnel shall:

(1) Inform employees five years before their eligibility for retirement of the Agency's retirement policy and the various benefits and services available to them; at the same time providing the names of these employees to the appropriate Deputy Directors.

(2) Conduct a pre-retirement counseling program for Agency personnel which will:

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(a) Provide the opportunity for employees to obtain advice and counsel regarding personal problems, accrued benefits, privileges and obligations pertaining to retirement.

(b) Assist employees, as retirement approaches, in developing both pre-retirement and post-retirement plans.

(3) Process applications in connection with Civil Service Retirement for Agency personnel, including those requiring secure processing or those for internal refunds.

(4) Make available within the Agency general information concerning retirement and furnish specific information as requested. For security reasons, Agency personnel will be expected not to contact the Civil Service Commission directly.

c. [redacted] The Comptroller maintains records of and withholds retirement deductions, and makes payment of direct refunds as authorized by the Director of Personnel.

[redacted]

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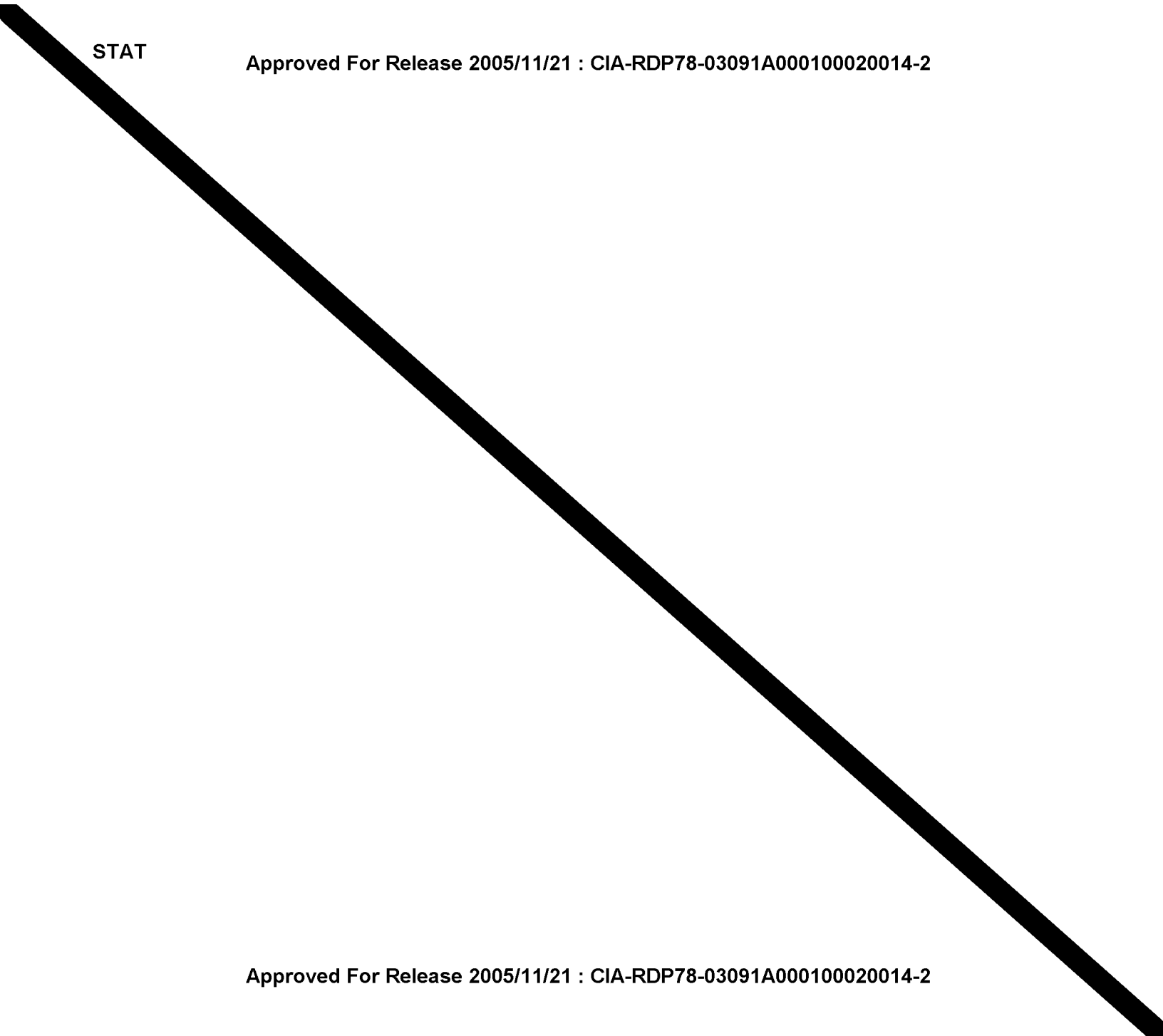

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